

European Pharmacopoeia Commission Secretariat

RZ/PH/2013-06687L
EC/lake

Strasbourg, 18 November 2013

Subject: Temporary position in Division B of the European Pharmacopoeia Department

**LETTER FOR THE ATTENTION OF OMCLs (BIOLOGICAL DEPARTMENTS),
Groups of Experts and Working Parties
dealing with biological substances and preparations**

Dear Sir/Madam,

The European Pharmacopoeia Department is presently seeking collaboration from a scientist. The position consists of a six-month temporary contract (January to June 2014). The position holder will be responsible, in close collaboration with Dr. Emmanuelle Charton, Head of Division B, for the scientific secretariat of Groups of Experts dealing with monographs and general chapters on biologicals. We are looking for scientists who have experience in one or more of the following fields:

- rDNA biologicals
- cell and gene therapy products,
- blood products

We are contacting you today in order to find out whether one of your collaborators would be interested in spending a few months at EDQM in order to gain experience in the work related to the European Pharmacopoeia and bring his/her expertise to the team. If so, please feel free to pass this information to them. Candidates should submit their CV to our human resources department (hr@edqm.eu) not later than 13 December 2013. If candidates wish to obtain more information about the nature of the work, they are welcome to address their questions to Dr. Charton by e-mail (Emmanuelle.Charton@edqm.eu) or telephone (+ 33 (0)3 88 41 36 40).

We thank you for your continued collaboration.

Your sincerely,



Dr Susanne KEITEL
Director

Cc: Mrs C Vielle, Dr. E Charton, Dr. K H Buchheit, HR



Scientific Programme Assistant

Temporary contract of a maximum duration of 6 months. Duty station: Strasbourg (France)

Bring your skills to benefit the EDQM/Council of Europe

The EDQM/Council of Europe is seeking a Scientific Programme Assistant with excellent pharmaceutical analysis skills to temporarily reinforce the Division within the European Pharmacopoeia Department dealing with biologicals. The European Pharmacopoeia Department (EPD) is responsible for preparing the General Chapters and Monographs of the European Pharmacopoeia with the groups of experts for adoption by the European Pharmacopoeia Commission.

The main tasks of the job include:

- Manages the work programme for assigned Groups of Experts/Working Parties in the area of Biologicals by planning, implementing and coordinating activities for assigned Groups of Experts/Working Parties for the elaboration of European Pharmacopoeia monographs, in the area of Biologicals;
- Provides advice (as necessary) to assigned Groups of Experts/Working Parties and ad hoc scientific groups;
- Drafts and sends responses to users' questions via the EDQM's Helpdesk;
- Maintains and develops contacts with other scientific officers and other scientific staff within the EDQM and with counterparts in other relevant bodies relevant to the above activities including the relevant industries and scientific bodies in the biological field.

What you need to effectively undertake this role:

- A completed university degree (master's degree) in biological sciences (for example biology, biochemistry, immunology, immunochemistry, biotechnology, microbiology) pharmacy, or similar field supplemented by proven professional and practical experience in the methods applied in quality control of biological medicinal products, acquired in a licensing authority, an official medicines control laboratory or the pharmaceutical or related industry;
- Demonstrated experience in preparing and drafting material of a regulatory or scientific nature; good knowledge of the biological texts of the European Pharmacopoeia would be an advantage;
- Ability to communicate in English - both orally and in writing; knowledge of the other official language (French) as well as other European languages would be an advantage;
- Good work organisation and planning skills; the ability to proactively detect/solve problems and issues; the ability to develop positive working relationships with others; and be a reliable and accessible source of information, assistance, guidance or advice on issues related to Biological matters.

What we offer:

- An active role in developing European Pharmacopoeia monographs at the same time helping you further your organisation, planning and language competencies;
- Multi-national/multi-cultural workplace – over 20 nationalities work at the EDQM;
- Monthly salary from 4 300€ exempt from income tax in all the member states;
- EDQM is situated in the beautiful Alsatian city of Strasbourg, France, the city centre of which has been listed as an UNESCO World Heritage Site since 1988.

More details on the job description, the required competencies, information on the recruitment process, conditions of employment including salaries, allowances, pension scheme and social insurance can be found on our [recruitment website](http://www.coe-recruitment.com/temporary_employment_opportunities) http://www.coe-recruitment.com/temporary_employment_opportunities. Applications must be submitted with a complete up to date CV by **13/12/2013 (midnight Central European Time)** at the latest by email to HR@edqm.eu

For more information on the [Council of Europe](http://www.coe.int) visit www.coe.int. Details on the mission and activities of the European Directorate for the Quality of Medicines & Healthcare (EDQM) can be accessed at <http://www.edqm.eu>.